



# USAID | AFGHANISTAN

FROM THE AMERICAN PEOPLE

**Solicitations open to:** Afghan Nationals Only

**Position Title:** Development Program Specialist (Monitoring and Evaluation)

**Type of vacancy:** Multiple

**Opening date:** November 14, 2017

**Closing date:** November 28, 2017

**Work hours:** 40 hours (Full time)

**Position Grade:** FSN-10

**Vacancy announcement #:** USAID/306/18/06/OI

**Female candidates are strongly encouraged to apply**

The United States Government (USG), represented by the U.S. Agency for International Development (USAID) Mission in Afghanistan, is seeking applications from qualified Afghan Nationals to perform duties as a **Development Program Specialist (Monitoring and Evaluation)** under a personal services contract, as described in this solicitation.

## **BASIC FUNCTION OF THE POSITION:**

The Development Program Specialist (Monitoring and Evaluation) is a Cooperating Country National (CCN) position housed in the Office of Infrastructure (OI). The incumbent's main role is to provide expert advice, guidance, and leadership toward the implementation of performance management for the \$1.6 billion budget portfolio for OI and overseeing the performance of over forty four active awards. The incumbent builds the Monitoring and Evaluation (M&E) capacity and learning of the OI by advising on the set-up of essential M&E systems in line with the Mission's new multi-tiered monitoring approach and the ADS 200 series. Key to his/her role are supporting the coordination of OI monitoring, evaluation, assessment, and reporting activities, and strategically linking M&E findings to continuous learning and decision making. The incumbent plays an important quality assurance role, advising OI on policies, procedures, and guidelines related to performance management, as well as advising on new systems which foster learning.

## **MAJOR DUTIES AND RESPONSIBILITIES:**

The incumbent serves as the technical point of contact for M&E related actions for OI, providing performance management guidance, contributing to strategy, project design and development, while ensuring lessons learned and best practices are shared among the wide community of practice.

The incumbent provides expertise and technical assistance focusing OI outcomes and impact and integrating that information into USAID/Afghanistan's monitoring and evaluation systems, programming decisions, and collaboration with partners. The incumbent contributes to the Mission's intellectual leadership by helping to coordinate and implement OI capacity in the following areas: Performance M&E, Documentation and Reporting, and Program Coordination. The ability to keep Mission Senior Management up-to-date with all issues that affect project performance is more important than ever, and the incumbent's contribution to ensuring the implementation of the multi-tiered monitoring approach will provide the evidence-based data on which the leadership can act upon.

The incumbent performs a wide range of duties, including identifying, analyzing, preparing public information materials: reporting program results and performance indicators in a manner easily understood by external stakeholders and the general public, providing guidance to CCN staff, staying abreast of political, social, and economic developments which may affect USAID/Afghanistan activities, and identifying and assessing the importance and impact for USAID/Afghanistan programs.

The position ensures that Mission M&E efforts are properly planned and carried out in a high quality fashion by doing the following:

**a) Performance Management Guidance and Learning Systems Development:**

1. The incumbent ensures the implementation of the multi-tiered monitoring approach to verify United States Government (USG) resources are being utilized efficiently and appropriately, fill in information gaps and recommend specific improvements for USAID/Afghanistan's M&E systems, and collaborating across the mission to ensure learning and adapting approaches are incorporated into activities. In this role the incumbent:
  - Continuously reviews the OI monitoring and evaluation status by assessing available information on the Mission's M&E systems, staff capacity, and the linkages of M&E information to decision-making. Provides recommendations on ways to improve M&E capacity and procedures.
  - Coordinates closely with technical teams and relevant support offices on the integration of learning approaches into portfolios.
  - Advises on and oversees M&E data collection and knowledge management in the USAID OI to promote better performance management and learning. Explores the feasibility and cost of utilizing technology and innovation in a manner that strengthens the Mission's programmatic monitoring, coordination and evaluation.
  - Engages other development partners who are addressing similar assistance objectives to promote effective knowledge and data sharing and use of information.
  - Assists OI with responding to periodic data calls, audits, and taskers, as well as responding to ad hoc requests for information related to monitoring and evaluation and program implementation.
2. The incumbent proposes, designs, and conducts studies, strategic analyses, performance and impact evaluations related to OI projects, programs and strategy using rigorous data collection and analysis methods. In this role the incumbent:
  - Contributes to the Office's intellectual leadership by helping to coordinate and implement the Office's analytical and evaluation agenda. The incumbent serves as the Office's expert in charge of development and oversight of the Office's M&E approaches and strategy, and provides technical guidance on activities.
  - Analyzes evaluation findings and lessons learned for applicability to mid-course corrections and future programs, and to ensure that these findings are communicated effectively to Mission staff, partners and USAID/Washington. The incumbent provides recommendations based on key findings from evaluations and assessments for Mission processes, procedures and identifies cross-cutting issues and opportunities for coordination and leveraging interventions and results across development objectives.
  - Assists in preparing scopes of work for assessments and evaluations, participates in contractor selection, reviews evaluation reports and coordinates the process of providing written comments on draft reports to evaluators.

- Provides technical expertise and guidance to technical teams on: Performance Plan and Report; Portfolio Reviews; Project M&E Plan development; Implementing Partner Quarterly and Annual Reports; Performance Management Plan development; and Monitoring Overviews.
3. The incumbent advises Technical Teams on M&E plans in project and activity designs. In this role the incumbent:
- In collaboration with OI Agreement Officer Representatives (AORs)/ Contract Officer Representatives (CORs)/Activity Managers/On-budget managers, the incumbent ensures implementing partners M&E plans contain a performance monitoring framework with clear-cut goals, outcomes, outputs, inputs, processes, indicators, data needs and sources, and reporting formats for effective monitoring.
  - Ensures adequate resources are allocated in project and activity designs to conduct robust monitoring and evaluation activities; advises on and oversees the warehousing and analysis of monitoring and evaluation data and serves as a member of project design teams for one or more technical sectors, providing expert technical advice on development of: monitoring and evaluation plans, log frames, indicators, baselines, and targets.

#### **b) Project Monitoring and Evaluation Support**

The incumbent reviews and provides guidance to improve results frameworks and indicators for new designs and implementing partner Performance Monitoring Plans. Drafts and reviews M&E plans for new project designs.

The incumbent advises technical offices on the creation of Annual Work Plans and Performance Management Plans for their OI projects. The incumbent works with AOR/COR on Budget Monitors to make sure that these plans are well-organized and realistic so that projects will be monitored effectively. The incumbent reports on program achievements, assists with implementation of monitoring, evaluation, and reporting systems for the OI's programs, coordinates with COR/AOR/OBMs, technical team members, Office of Program and Project Development (OPPD) and others to plan, procure and implement OI project/program evaluations, studies, assessments and surveys.

The incumbent liaises with all technical offices and program office counterparts M&E Working Group to keep abreast of new developments related to USAID/Afghanistan OI programs M&E policies and procedures. The incumbent is responsible for helping technical staff design monitoring plans during the design phases of their projects. This entails helping them create logical frameworks for their projects and helping them think through how they will monitor the relevant indicators during implementation.

The incumbent tracks the monitoring plans of OI activities to ensure that they are executing their monitoring responsibilities as originally envisioned. If projects are not effectively monitoring and reporting the relevant information, the incumbent reports this to OI management and recommends a course of action to correct the problem. The incumbent manages, organizes, and maintains all project files, both hard copies and electronic files on the USAID system. This includes timely and efficient data submissions to Afghan Info participation in all Mission program reviews, data calls, and presentations related to his/her gender project evaluations and ensuring timely submission of deliverables are being made.

#### **QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:**

**Education:** A Bachelor's degree in international development, international relations, economics, statistics, project and/or program management, business administration, or management studies, is required. (Education requirement must be met at the time of application for the subject position).

**Work Experience:** A minimum of five (5) years of progressively responsible experience in development and implementation of projects and/or programs, development of program related evaluations and statistical analysis, development of strategic design and program policy, development of program impact indicators, data collection and analysis, performance reporting, development and utilization of programmatic monitoring tools, performance evaluation coordination, impact evaluations and knowledge management with bi or multi-lateral international development organizations, government institutions, donor organizations, or diplomatic missions is required. (Work experience requirement must be met at the time of application for the subject position).

**Language: Language Proficiency:** Level IV (Fluent) speaking/reading of English language and Level IV (Fluent) speaking/reading of Dari and/or Pashto is required. (English language ability will be tested).

**Knowledge:** The incumbent must have a thorough knowledge of research, monitoring, and evaluation in international development and be able to advice on M&E development priorities. Exceptional communication and inter-personal skills are critical, and the incumbent must be able to interact with a broad range of internal and external partners. The incumbent must be able to communicate effectively with USAID/Afghanistan staff at all levels, technical representatives of beneficiary institutions, and the general public. The incumbent must also be able to communicate effectively and accurately with varying levels within the U.S. Government structure including representatives of other agencies at Post. The incumbent is required to be able to draft professionally prepare briefing documents, including participation in and leading the drafting of annual technical, programmatic and fiscal reports, correspondence, and documents in a fully professional and competent manner requiring few or no editorial changes.

**Skills and Abilities:** The incumbent must be able to establish, maintain and broaden an extensive range of contacts with technical offices, USAID/Afghanistan leadership, key officials of government ministries, non-governmental organizations, private sector entities, and other donor agencies. The incumbent must also have a demonstrated ability to exercise his/her responsibilities and plan and execute work assignments independently, be a skilled communicator, be able to work under pressure and produce high-quality results quickly, and be able to predict issues of concern. Successful performance in this position requires skills in teamwork, adaptability attention to detail, being able to follow guidance and procedures and clear communication skills. Work requires flexibility, ability to react to changing systems with sound judgment, and the ability to work under pressure. The incumbent must be a self-starter. The incumbent must be able to work in fast-paced and sometimes-difficult or dangerous environment and have strong sense of teamwork and interpersonal skills. The incumbent must have displayed an ability to work collaboratively in a team setting and excellent command of software programs for e-mail, word processing, spreadsheets, databases, and graphics presentations are needed for the effective performance in this position.

#### **HOW TO APPLY:**

Applicants are requested to submit a complete application package which must include all required documents to [AFPAKjobs@usaid.gov](mailto:AFPAKjobs@usaid.gov) with a **Subject line: Development Program Specialist (Monitoring and Evaluation) (OI 1806)**.

**ANY/ALL application submissions received after the closing date of November 28, 2017 will not be considered.**

#### **REQUIRED DOCUMENTS:**

1. Cover memo/email text that outlines how your qualifications and experience meet the selection criteria.
2. Application for Employment as a Locally Employed Staff (DS-174) [https://af.usembassy.gov/wp-content/uploads/sites/268/Form\\_DS-174.doc](https://af.usembassy.gov/wp-content/uploads/sites/268/Form_DS-174.doc) (A copy of the DS-174 form can also be downloaded from ACBAR.org under this link <http://www.acbar.org/applicationform>. Applicants who are accessing this solicitation through jobs.af can download directly from the website) AND

### 3. A current resume or a curriculum vitae

## **IMPORTANT:**

**IN ORDER TO HAVE YOUR APPLICATION CONSIDERED, YOU MUST SUBMIT ALL THREE REQUIRED DOCUMENTS. IF YOU OMIT ANY OF THE REQUIRED DOCUMENTS, COVER PAGE, CV or DS-174 FORM, YOUR APPLICATION WILL NOT BE CONSIDERED.**

**Note:**

- Ø Only short-listed candidates will be notified.
- Ø This vacancy is open only to Afghan Nationals.
- Ø Applications with insufficient, incomplete and inconsistent information to make a determination will not be considered.
- Ø No in-person appointments or telephone calls will be entertained.
- Ø Applications submitted as .RAR file will not be accepted by the system
- Ø Candidates who are applying for this position must fully meet the education requirement (graduated and degree and/or diploma already received) as specified. At the time of applications, candidates must also meet in full the experience requirement. There is no exception for these requirements.
- Ø Short-listed candidates will be requested to provide educational documents such as degrees, diplomas, certificates and other pertinent documents as needed. Failure to provide the required documentation will result the rejection of their application from further consideration.
- Ø The Agency retains the full right to cancel or amend the solicitation and associated actions.

**USAID IS AN EQUAL OPPORTUNITY EMPLOYER  
ALL ETHNIC GROUPS AND GENDERS ARE URGED TO APPLY**